



SC PAY GRADE: 22

FACILITY DISTRICT MANAGER

DUTIES AND FEATURES OF THE CLASS:

Directly responsible for on-site accountability and on-site performance of active daily operations of the wastewater facilities. Performs routine and non-routine inspections of wastewater facilities to verify proper operation. Checks and adjusts controls in accordance with established procedures requiring significant training and judgment in order to maintain satisfactory facility function. Works with District Managers to coordinate preventative maintenance and repairs to facility equipment. Supervises and reviews the work of subordinates. This position requires weekend and holiday work as well as participation in the twenty-four (24) hour on-call rotating schedule.

EXAMPLES OF WORK:

Supervises, plans, prioritizes, assigns, and reviews the work of staff responsible for providing operation and maintenance of the County's wastewater treatment facilities; prepares reports for local, state and federal agencies, including the monthly discharge report (DMR); orders chemicals, sanitation and lab supplies; participates in the selection of technical staff; provides or coordinates staff training; establish schedules and methods for providing equipment maintenance and repair services; ensures the adherence to safe work practices by personnel; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field wastewater treatment; works with general public and outside contractors assists with preparation of annual operations and maintenance budget; performs personnel evaluations; performs related duties and responsibilities as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of and skill in wastewater operations, including collection and treatment; knowledge of the care and maintenance of machinery and equipment; ability to perform water and wastewater analyses and adjust standard operating procedures within prescribed allowances; ability to establish and maintain effective relationships with staff, department heads and coworkers; ability to supervise and participate in the operation and maintenance of the facilities; ability to train assigned personnel; ability to understand flow diagrams, hydraulic profiles, blueprints and operating manuals; knowledge of the occupational hazards connected with wastewater facilities; ability to handle hazardous and combustible materials safely; ability to understand and follow written and oral instructions and utility systems as-built; ability to obtain and maintain required licenses and/or certifications; thorough knowledge of all aspects of the

NPDES (National Pollutant Discharge Elimination System) and/or the Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems; performs responsible and difficult work involving the use of independent judgment and personal initiative.

QUALIFICATIONS:

Minimum High School Diploma or G.E.D., possession of a Wastewater Operators license; license must correspond to or be higher than the classification of the facility to be supervised; must have experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others; excellent verbal and written communication skills; working knowledge of Microsoft Office (Outlook, Word, Excel).

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35 hour work week (Monday thru Friday 8:00 a.m. – 4:00 p.m.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 3/2015